

**MEMORANDUM FOR THE RECORD**

**SUBJECT :** Leave Records For Employees Paid From Vouchered Funds

**REFERENCE:** Memorandum For The Record, dated August 16, 1961,  
Subject: Vouchered Funds Payroll Problems In  
Connection With Conversion of Pay Records From  
IBM to RCA 501 Computer System.

**1. PURPOSE**

This memorandum records the results of a discussion on the above subject held Thursday, 24 August 1961, attended by [redacted] representing ADPD, [redacted] representing Fiscal Division, [redacted] representing TAS, and [redacted] Records Management Officer, Office of the Comptroller. The purpose of the meeting was to determine what changes could and should be made to provide current and annual leave data for payroll purposes.

**2. CURRENT LEAVE REPORT**

- a. At the previous discussion (see Reference) it was understood that ADPD would provide a comprehensive leave report by cost centers "substantially identical" to that which had been in previous leave reports prepared on IBM machines. The first reports prepared from the tape computer were lacking several details such as leave transactions of the current period and the sick leave was incomplete. The deficiencies of the new leave records were explained as due to programming difficulties, since the leave record provided under the tape computer procedure is a by-product of the payroll computation process rather than a separate leave run as it had been by the IBM procedures. The sick leave records were incomplete because of the extended illness of a key individual on the ADPD staff but assurances were made that the sick leave record would be corrected at the earliest practicable date and that adequate details would be provided on future reports. ADPD also agreed to alter its program as necessary to provide on the leave run each period details of leave adjustments for the current period such as leave charged from audit of travel vouchers and conversions of sick leave to annual leave. With the

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for Agency personnel because of the need for review of such records, in part brought about by the reassignment of employees between vouchered and confidential funds and periods [redacted]. As an alternative to an annual individual leave record, the leave data by pay periods would have to be retained which would materially increase the volume of records in the Records Center and complicate the procedure for locating and analyzing an individual leave record since the employee would have to be identified by cost center for each period before his leave record could be located. It was agreed that the ADPD representatives would explore further the possibilities of preparing an individual leave record and report as soon as possible on such findings at which time a final decision will be made on whether such an annual summary reports by individuals would be required. In this connection, it was generally agreed that for the current leave year, separate reports by individuals would be acceptable based upon (a) IBM records through leave period 13 and (b) ADP records for the remainder of the year.

/s/ [redacted]  
Member, Technical Accounting Staff

**CONCURRENCES:**

25X1A9A /s/ [redacted] 31 August 1961  
Chief, Fiscal Division Date

25X1A9A /s/ [redacted] 7 September 1961  
Chief, ADPD Date

25X1A9A /s/ [redacted] 30 August 1961  
Chief, Technical Accounting Staff Date

**Distribution:**

- 1 - Fiscal Division
- 1 - ADPD
- 1 - Comptroller
- 1 - Records Management Officer [redacted]
- 1 - TAS Subject (E-370)
- 1 - TAS Reading
- 1 - TAS Chrono.

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